

NASA Glenn Research Center
Cleveland, Ohio

October 13, 2000

TO: Glenn Employees

FROM: 0400/Chief, Office of Human Resources

SUBJECT: Work Schedule Changes

A new Glenn Procedure and Guideline for Work Schedules (GLPG 3610.1) has been drafted, coordinated, and negotiated with IFPTE, Local 28 and AFGE, Local 2182 and is being finalized for implementation on November 5, 2000. Time and attendance procedures are also being modified to accommodate the requirements of the GLPG and will be implemented in concert with the effective date of GLPG 3610.1.

The Work Schedule GLPG outlines tours of duty options available for all employees of the Glenn Research Center, including provisions for Traditional Tours, Irregular Tours, Special Tours, and a Maxiflex Tour of Duty. Maxiflex is a flexible work schedule with an option for employees to earn and use credit hours to meet their biweekly work requirement. Maxiflex, under the provisions of this GLPG, will be available to all non-SES employees and will replace Flexitime.

Employees will automatically be assigned to the Maxiflex tour of duty unless they have been officially assigned, in writing, to a traditional tour, irregular tour, or special tour. As a one-time transition mechanism, supervisors will be notified of the employees in their organization currently assigned to an irregular tour of duty and will be asked to notify the Employee and Commercial Payments Branch if the eligible employee should be continued on the irregular tour. If no notification is received prior to the implementation, the employee will automatically be assigned to the Maxiflex tour of duty.

In order to ensure a smooth implementation of the provisions of the new GLPG and the corresponding time and attendance requirements, briefing sessions will be presented to employees and supervisors by the Office of Human Resources and the Financial Management Division (FMD). On November 1, a session for supervisors only will be held in the DEB auditorium from 9 a.m.– 11:30 a.m. On November 2, a session for employees will be conducted in the DEB auditorium from 9 a.m.– 11 a.m. These briefing sessions will highlight the provisions of the GLPG, explain the parameters of the Maxiflex work schedule, and outline the time and attendance procedures that must be followed. The supervisory session will also provide information to supervisors concerning their responsibilities in effecting the work schedule options in their organization.

FMD will provide training for civil servant timekeepers on the modified time and attendance requirements on November 2, from 1:30 p.m.–2:30 p.m. in the DEB auditorium.

I encourage all employees and supervisors to attend the applicable scheduled briefing session. You need not preregister for the session you plan on attending. For additional information pertaining to this matter, you may contact Ms. Lori O. Pietravoia of the Program and Policy Office at 3-2506.

/s/

Maury L. Blanton

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